

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

July 8, 2003

9

**FROM: THOMAS R. LAURIN, DIRECTOR  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**SUBJECT: CONTRACTS WITH LEGAL AID SOCIETY OF SAN BERNARDINO, INC. FOR  
LEGAL SERVICES IN THE SECOND, THIRD, FOURTH, AND FIFTH  
SUPERVISORIAL DISTRICTS**

**RECOMMENDATION:**

- 1) Approve contract with Legal Aid Society of San Bernardino, Inc., a non-profit organization in the amount of \$61,500 to provide legal aid services to low-and moderate-income persons residing in County CDBG participating communities in the Third and Fifth Supervisorial Districts for the period of July 1, 2003 through June 30, 2004; and,
- 2) Approve contract with Legal Aid Society of San Bernardino, Inc., a non-profit organization in the amount of \$30,000 to provide legal aid services to low-and moderate-income persons residing in County CDBG participating communities in the Second and Fourth Supervisorial Districts for the period of July 1, 2003 through June 30, 2004.

**BACKGROUND INFORMATION:** Each year the County receives an entitlement grant under the Community Development Block Grant (CDBG) program to allow the funding of activities that benefit low- and moderate-income persons. During the preparation of the County's annual CDBG application, interested groups, including community based organizations, submit applications to receive funding on specific projects. After an initial evaluation by ECD staff concerning CDBG program eligibility, project proposals are submitted to the Board of Supervisors for funding consideration. The list of approved project proposals is submitted to the U.S. Department of Housing Urban Development (HUD) in the form of an annual CDBG Action Plan under the County's five-year Consolidated Plan.

On April 15, 2003, the County Board of Supervisors approved the updated 2000-2005 Consolidated Plan and 2003-2004 Action Plan. This plan allocated \$61,500 in CDBG funds for the Legal Aid Society of San Bernardino, Inc. to provide legal aid services in the Third and Fifth Supervisorial Districts and \$30,000 to provide services in the Second and Fourth Supervisorial Districts.

Recommendation 1 will approve the contract to continue the provision of legal aid services in the Central and East Valley areas of the County. These areas include the unincorporated areas in the Third and Fifth Supervisorial Districts, as well as the Cities of Colton, Highland, and Redlands. Services under this project will be provided at the legal aid clinic located in the City of San Bernardino.

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|  | Record of Action of the Board of Supervisors |
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9

**CONTRACT WITH LEGAL AID SOCIETY OF SAN BERNARDINO, INC. FOR LEGAL SERVICES IN THE SECOND, THIRD, FOURTH, AND FIFTH SUPERVISORIAL DISTRICTS**

**July 8, 2003**

**Page 2**

9

Recommendation 2 will approve the contract to implement a new legal aid project designed to provide services in the West Valley area of the County. This area includes the unincorporated areas in the Second and Fourth Supervisorial Districts and the City of Montclair. The West Valley project will provide services at two legal aid clinics, located in the Cities of Rancho Cucamonga and Chino.

Two contracts are necessary to comply with the 2003-04 CDBG Action Plan. Each contract with Legal Aid Society, Inc. identifies a separate service area and a distinct legal clinic site for area clients to attend for services. Each contract includes performance standards and budgets that are targeted to the contracted services associated with the service area.

Under these two contracts, approximately 3,645 low-and moderate-income persons will receive assistance in legal matters such as civil suits, consumer complaints, family law, and landlord/tenant disputes. The contracts specify the terms and assurances necessary for compliance with County requirements and CDBG regulations. The CDBG funding for the two contracts represents 24% of the Legal Aid Society's budget for providing these services. Further, the Legal Aid Society of San Bernardino, Inc. has received CDBG funds since the 1993-94 fiscal year to provide these services.

REVIEWED BY OTHERS: The contract was reviewed and approved by Deputy County Counsel, Michelle D. Blakemore on June 18, 2003; the Department of Economic and Community Development's Contract Compliance Designee, David Larsen on June 25, 2003; and the County Administrative Office, Patricia M. Cole, Administrative Analyst III on June 29, 2003.

FINANCIAL IMPACT: CDBG funds in the amount of \$91,500 have been allocated to these two (2) projects and are included in the Department's FY 2003-04 Budget (SBA-ECD-PROJ). This action has no effect on the County General Fund.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the Department's proposal and recommends this action based on the contracts being fully funded by CDBG federal funds for fiscal year 2003-04.

SUPERVISORIAL DISTRICT(S) 2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup> & 5<sup>TH</sup>.

PRESENTER: Thomas R. Laurin, Director, 388-0808.

9